

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, May 8, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Hammer, Kortenhof, Krug, Millan, Queen, Ritchie, Teichmiller, Troyk, Tuckwell

Members Absent: Cushing (excused), Gresser, Peterson, Platner, Price (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 1:03 P.M. Also present were Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Director, Oneida County Social Services Department; Jody Jensen, ADRC Specialist, Crandon; Jennifer Sackett, ADRC Specialist, Rhinelander.

Public Comment & Introductions: Jensen and Sackett were introduced to the Board.

Approval of the Agenda: Queen moved to approve the agenda with eighteen items; Hammer seconded. All Ayes. Motion Carried.

Approval of the Minutes of the April 10, 2015 Board of Directors Meeting: Hammer moved to approve the minutes of the April 10, 2015 Board of Directors meeting; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the April 21, 2015 Board of Directors Meeting: Troyk moved to approve the minutes of the April 21, 2015 Board of Directors meeting; Tuckwell seconded. All Ayes. Motion Carried.

Consent Agenda - Financial Statements – March 2015 & Time Reporting Percentage – March 2015: Bix moved to approve the Consent Agenda; Queen seconded. All Ayes. Motion Carried.

Reading Financial Reports Refresher: Rideout reviewed the layout of the Revenue/Expense Report. Because of State payment procedures, revenues listed as received in March are actually payments for expenses in January. Expenses on

the report are incurred in the month listed – i.e., March expenses were accrued in March and may be paid in either March or April. The Fiscal Agent uses straight-line projections to extrapolate Year-End Totals at the beginning of the year, and later in the year makes more reasoned extrapolations to project what the final revenues and expenses will be. Because the ADRC-NW is within budget projections for the year, revenues are shown as equal to expenditures. In the contracted agency expenses section, expenses showing up in March were actually paid in February. Rideout then reviewed the Time Reporting Percentages Report. In order to reach budget projections, the ADRC-NW needs a time reporting percentage of approximately 38%. The year-to-date figure as of the end of March is 39.99%. Interim Regional Manager Jacobson stated that she intends to have periodic staff training to ensure that the time reporting percentage remains high.

Finance Report Summary: This item is the same as the above item “Reading Financial Reports Refresher”.

2016 Budget Planning Process: The Regional Management Team is meeting the week of May 11th to discuss how to define all line items in the budget on a consistent basis. This includes the Agency Management Support Overhead (AMSO) figure. These definitions should be available for review by the Finance Committee next month.

Quality Assurance Project Presentation: Jensen and Sackett gave a presentation on this year’s ADRC-NW change project, “Dream Catching with the ADRC of the Northwoods – Helping YOU live your dreams”. This year, in addition to Jensen and Sackett, the three Disability Benefit Specialists (Meeder, Poe, and Steinman) and an ADRC Specialist from Medford (McMurry) participated. Their target group was 17.5-to-21-year-olds with disabilities who may or may not still be in school. Their goal was to increase the number of referrals from this group from 11 to 15. They actually developed 25. This project will continue in the fall to further develop referrals and assist new clients in this age range.

State Budget Update & Advocacy Efforts: It is anticipated that the State Budget will pass before the end of May. All Board Members were urged to contact their state representatives to ask them to support ADRCs when finalizing the State Budget. Jacobson distributed an email with subject: “URGENT BUDGET ACTION ALERT!” and a memo from the Wisconsin Aging Advocacy Network (WAAN) to

contact members of Joint Committee on Finance. Jacobson will forward the email to all board members so they will have access to easy to use links.

Interim ADRC Regional Managers Report: 1) Jacobson and Piazza are now using the Office Tracker to document hours worked for the ADRC-NW. 2) Piazza is now supervising the 3.6 ADRC-NW employees (the Rhinelander Disability Benefit Specialist and the Medford staff) and getting them more connected with the other ADRC-NW employees. Board Members were encouraged to contact the Interim Director directly by telephone or email if they have questions. Jacobson is using the ADRC-NW Director's cell phone (715) 490-1735, but advises using her office landline 715-369-6170 if you want to reach her.

Board Retreat Review – Charting a Course for the Future: Buck Rhyme of RR Consulting Group has offered a proposal to help draft goals for the revised priorities in the strategic plan, prepare an ideal candidate profile based upon board and staff input, help devise a recruitment strategy for the new regional manager position, assist with setting up education presentations on organizational structure, and provide technical assistance and support to the interim director regarding strategic communication. The fee for this would be \$2,500 through July 2015. The Executive/Personnel Committee decided to decline this proposal and proceed with a self-directed plan for the foreseeable future. Discussion followed praising Rhyme for the work he has contributed to the ADRC-NW in the past, but agreeing with the decision of the Executive/Personnel Committee.

Board Member Report Community Feedback: Korten Hof referred an individual to the ADRC-NW and then followed up to find out how that person fared. She found that the individual was very happy with Don Meeder, the Disability Benefit Specialist in Rhinelander. Tuckwell reported that she attended a meeting at the "Y" where the topic under discussion was resources available to families with Alzheimer's. There were several very positive comments about the ADRC-NW being very helpful. Bix attended a Prevention Council meeting in Medford, where the head of the Special Education Department of the local school district stated how pleased the school district was with the outreach efforts made by the ADRC-NW Specialists. Oneida, Taylor and Forest Counties have passed resolutions supporting ADRCs in the State of Wisconsin; 75% of the counties have now passed

the resolution. Teichmiller is planning to present the resolution to Vilas County Board in May.

Letters & Communications: The Office of Resource Center Development (ORCD) has informed the ADRC-NW that Board Member Queen, will not be granted a second waiver to continue as a Board Member while she is an employee of the Sokaogon/Chippewa Tribal Community. Her last day will be July 31, 2015.

Future Agenda Items: As needed.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, June 5, 2015 at 1:00 P.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:39 P.M.

Handouts: Aging & Disability Resource Center of the Northwoods Board of Directors meeting minutes of April 10, 2015 and April 21, 2015; "Charting A Course for the Future – Board Retreat – Executive Summary"; Bulletin from the Wisconsin Aging Advocacy Network: No Demographic Disaster in Sight"; "Urgent Budget Action Alert"; Office for Resource Center Development concerning denial of waiver request.